

Cedar Falls CSD

Cedar Falls EA

7/1/2005 6/30/2007

Agreement Between
The Cedar Falls Education Association
and the
Board of Education
of the
Cedar Falls Community School District

July 1, 2005 - June 30, 2007

Cedar Falls, IA

PREAMBLE

Whereas the Board of Education of the Cedar Falls Community School District and the Cedar Falls Education Association have negotiated in good faith and have reached certain understandings which they desire to confirm in writing, it is agreed as follows:

ARTICLE I - RECOGNITION

(1.1) **Unit:** The Board hereby recognizes the Cedar Falls Education Association, an affiliate of the Iowa State Education Association and the National Education Association, as the certified exclusive and sole bargaining representative for all personnel as set forth in the PERB certification instrument (Case No. 26) issued by the PERB on the 17th day of April, 1975, as amended. The unit described in the above certification is as follows: All regular program and special education teachers, guidance counselors, educational media personnel, nurses, department chairpersons, and special resource staff; excluding superintendent, director of business affairs, director of elementary education, director of secondary education, director of personnel, principals, associate principals, coordinator of technology & media services, classified hourly personnel and all other persons excluded by Section 4 of the Act.

(1.2) The term "Board," as used in this agreement, shall mean the Board of Education of the Cedar Falls Community School District or its duly authorized representatives.

(1.3) The term "employee," as used in this agreement, shall mean all licensed employees represented by the Association in the bargaining unit as defined and certified by the Public Employment Relations Board.

(1.4) The term "Association," as used in this agreement, shall mean the Cedar Falls Education Association or its duly authorized representatives.

ARTICLE II - SEPARABILITY & SCOPE

(2.1) If any article, section, or clause of this Agreement is declared illegal by a court of competent jurisdiction or by legislative act, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect. This Agreement may be changed only through the voluntary, mutual consent of the Parties in an amendment in writing.

(2.2) The Parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining, and that all such subjects have been discussed and negotiated upon, and the agreements contained in this contract were arrived at after the free exercise of all such rights and opportunities. Therefore, the Board and the Association for the life of this Agreement, each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically covered in this Agreement even though such subject or matter may not have been within the knowledge of either or both of the parties at the time they negotiated or signed this Agreement. This does not preclude negotiations on the contents of an agreement to become effective after the expiration of this Agreement.

ARTICLE III - DUES DEDUCTION

(3.1) **Authorization:** Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues.

(3.2) The Association shall be responsible for notification to its members and potential members of this dues deduction privilege, and for supplying such persons with necessary forms for authorizing the deductions.

(3.3) The Board shall furnish annually to the Association an adequate supply of the necessary forms (see application, Appendix A).

(3.4) **Regular Deduction:** Pursuant to a deduction authorization, the Board shall deduct one-tenth (1/10) of the total dues from the regular salary check of the employee each month for ten (10) months, beginning with the November 1 salary check and ending with the August 1 salary check each year. Employees beginning employment after October 15 shall have the total dues pro-rated on the basis of the remaining months of employment.

(3.5) **Authorization Deadline:** All assignments for monthly dues deductions or changes in deductions must be completed and filed with the Business Office by October 15 of the school year in which deductions are authorized.

(3.6) **Duration:** Such authorization shall continue in effect from year to year unless revoked in writing by the employee by a thirty (30) day notice to the Board. The Board shall transmit written notice to the Association within seven (7) business days.

(3.7) **Transmission of Dues:** The Board shall transmit to the Association the total amount deducted for professional dues within a reasonable time period following each pay period. The Board shall also provide the Association with a listing of the employees for whom deductions were made for the November 1 salary checks. With each of the nine (9) remaining transmittals, the Board shall attach information specifying changes to the original listing which occurred during the particular month.

(3.8) **Indemnification:** The Association agrees to indemnify and hold harmless the Board, each individual Board member, and all administrators against any and all claims, costs, suits or other forms of liability and all court costs arising out of the application of the provisions in the agreement between the parties for dues deductions.

ARTICLE IV - ASSOCIATION COMMUNICATION

(4.1) The Association shall be entitled to hold a reasonable number of meetings on school property before or after school hours, provided such meetings in no way interfere with any aspect of the instructional program or a previously scheduled event. Each meeting will be scheduled with the appropriate administrator.

(4.2) Elementary teachers serving on the Executive Board and/or the Representative Assembly of the Association will be able to leave their elementary buildings fifteen (15) minutes prior to the close of the official teaching day for the express purpose of attending such monthly meetings. Such early departure shall not exceed one (1) day per month for elementary teachers serving in one of the groups or two (2) days per month for elementary teachers serving in both groups. The Association will provide each principal, prior to the beginning of the school year, a list of the monthly scheduled meetings and a listing of members of the Executive Board and the Representative Assembly of the Association. Elementary teachers who have completed student supervision duties may depart their buildings fifteen (15) minutes prior to the close of the official teaching day for the purpose of attending three (3) regularly scheduled Association meetings, provided that the meetings do not fall on Mondays or days of scheduled elementary planning time.

(4.3) The Association shall pay for the reasonable costs of all materials and supplies used by the Association. If overtime custodial services are required as a direct result of Association use of facilities, the Association will pay for the total cost of said services.

(4.4) The Association shall be entitled to post appropriate materials on employee bulletin boards in teachers' lounges and workrooms. All Association materials posted shall be initialed by an Association official home-based in the building.

(4.5) The District shall make available to the Association, upon its request, public records which are relevant to collective bargaining negotiations or necessary for the processing of a grievance, to the extent such material is reasonably obtainable. Copies of confidential and privileged memoranda, information and correspondence between the District and its attorneys or similar advisors shall not be furnished to the Association unless specifically authorized by the superintendent of schools.

ARTICLE V - SALARIES

(5.1) **Schedule:** The basic salary of each employee covered by this Agreement, with the exception of nurses, shall be determined in accordance with the salary schedules, as found in Appendix D and D-1, which are attached hereto and made a part of the Agreement. Salaries for nurses shall be determined by the nurse salary schedule, Appendix E.

(5.2) **Placement on Schedule:** Each new employee shall be placed on the salary schedule at the proper step and in the proper educational lane as determined by the provisions of this Article. Each continuing employee who has not reached the maximum for his or her educational lane classification shall advance one vertical step on the salary schedule after each full year of teaching in the District, except persons who do not receive salary increases because of probation as a result of administrative action. The minimum period of service to qualify for credit for one (1) full year of teaching experience shall be ninety-one (91) service days under contract.

(5.3) **Credit for Experience:** Credit for formal teaching experience may be allowed upon initial employment or return to the District from a non-leave status, to a maximum of ten (10) years. Other adjustments to experience credit may be made for experience directly related to the employee's teaching assignment, at the time of initial employment or return to the District from a non-leave status, by the appropriate director. New employees, at the time of employment, shall not be contracted for a basic salary greater than that of a presently employed teacher whose training and experience are evaluated as being equal. Credit for such experience shall not exceed Step 11 on Appendix D-1.

(5.4) **Educational Lanes:** Employees on the regular salary schedule who qualify to be moved from one educational lane to a higher educational lane shall be moved to the appropriate step of the appropriate lane. Employees must file official documentation of additional educational credit with the superintendent no later than September 15, for pay adjustments for the entire school year, or no later than February 15, for pay adjustments in an amount equal to one-half of the increase allowed if received by September 15. Such documentation must show that the educational credit was awarded for graduate study through an accredited and recognized institution, and that the credit was awarded as part of (1) the employee's program of studies for an advanced degree, (2) advanced study in the employee's teaching area, or (3) study approved as qualifying credit by the appropriate director.

ARTICLE VI - SUPPLEMENTAL PAY

(6.1) Employee assignments in extra-curricular activities listed on the Supplemental Pay Schedule shall be compensated according to that schedule, Appendix F, which is attached hereto and made a part of this Agreement. Supplemental pay for those activities for the 2005-2006 year and the 2006-2007 year shall be computed on the starting salary generator base (BA, step 1; \$26,515 for 2005-2006 and an amount to be determined for 2006-2007).

(6.2) An employee may submit a written request to be relieved of his or her supplemental pay assignment upon completion of said assignment. Effort will be made by the administration to find a qualified and suitable replacement. The employee shall retain said position until a qualified and suitable replacement is found. Judgments as to qualifications and suitability for effecting any replacement shall be reserved solely and exclusively for the administration. A request for relief from a supplemental pay assignment shall not in any manner affect the employee's status regarding other assignments.

(6.3) Supplemental pay for department chairpersons and certain other positions for the 2005-2006 year shall be computed on the generator base for a beginning teacher with no experience in the BA educational category (\$26,515) as shown in Appendix D-1, 2005-2006 Salary Schedule, and on the corresponding figure for the 2006-2007 year. The index percentages and categories are listed in Appendix G.

(6.4) **Summer School:** Employees who are requested to teach summer school will be paid at a per diem rate determined from the employee's basic salary for the current contract. Excluded: Title programs and summer field trips.

(6.5) **Emergency Teacher Substitutes:** Employees who are requested by the building principal to serve as an emergency teacher substitute for a scheduled period shall be reimbursed in the amount of \$10.00 for scheduled periods of thirty (30) minutes or less and \$20.00 for scheduled periods of more than thirty (30) minutes.

(6.6) **Extended Contracts:** Employees who are placed on extended contracts will be paid a per diem rate based on the employee's basic salary for the current contract year.

(6.7) **Non-Teaching Duty Assignments:** Employees who are required by the administration to work outside the regular teaching day as a ticket seller, ticket taker, bus chaperon, supervisor, junior high time keeper or junior high score keeper will be paid \$15.00 for the assignment.

ARTICLE VII - INSURANCE

(7.1) **Descriptions:** The Board shall make available, through the various elementary, junior and senior high buildings, descriptions of the insurance coverage. Included in these descriptions will be the limits and conditions of coverage, as printed and supplied by the insurance carrier.

(7.2) **Coverages:** Coverages for the 2005-2007 insurance coverage years (September 1-August 31) shall be the coverages in effect for the 2004-2005 year. Hospital pre-admission authorization is included. Coverages include hospital, surgical, medical, dental, major medical, long-term disability and term life (\$50,000, with accidental death and dismemberment benefits).

(7.3) The coverages noted above constitute a general listing and are included for information purposes only. Technical wording regarding the coverages is contained in the official benefit certificates with the insurance carrier and is further described in the carrier's program description cited in the first paragraph of this Article.

(7.4) **Board Premium Contributions:** The Board agrees to provide premium contributions, which, for eligible individuals, will be \$330.12 per month; for those with dependent coverage, the monthly contribution toward that coverage shall be \$243.58. Participating employees shall pay \$1 per month. Employees who elect to be covered by the plan under option(s) with lower premiums will have the savings from the reduced individual premium payments added to their compensation as insurance adjustments or to another approved plan. The District will continue to pay 100% of the individual premium after the first \$1.00, and 40% of the dependent level. The Board premium contributions for 2006-2007 will be determined by using this process, as applied to the rates for that year.

(7.5) Dental insurance, for eligible individuals, will be provided (the maximum yearly benefit is \$1,000; the monthly premium contribution is \$23.00, and each participating employee shall pay \$1 per month).

(7.6) Employees who are 50-79% F.T.E. are eligible to apply for participation in the Group Insurance Plan. These participating employees will pay the cost of their insurance premiums.

(7.7) Board contributions specified above shall continue in effect for employees on paid leaves of absence. Employees on unpaid leaves of absence may retain medical and/or life insurance coverage while on leave of absence, provided that such employees pay the total costs of the insurance coverage retained. Employees on leave of absence without pay shall be responsible for paying the full monthly premium. Employees on leaves of absence without pay are not permitted to retain health insurance coverage beyond one (1) coverage year. Employees returning from unpaid leave of absence who have not retained health insurance coverage will resume coverage on the first of the month following the month of return to active work.

ARTICLE VIII - HEALTH

(8.1) For returning employees, the Board will reimburse employees in the amount of thirty dollars (\$30) for Board-required physical examinations. Reimbursement will be made after submission of the completed examination form, provided that the form is submitted by September 15 of the year when due.

ARTICLE IX - TRAVEL REIMBURSEMENT

(9.1) **In-District:** Employees assigned to more than one building or when conducting class-connected business approved by the principal are eligible for travel reimbursement at the rate specified by the Board of Education. Reimbursement shall be for actual miles driven. Expense vouchers are to be submitted to the appropriate director at the end of the semester.

(9.2) **Out-of-District:** Employees who are required to use their personal automobiles for administratively-approved travel outside the District will be reimbursed at the rate specified by the Board of Education and reimbursed for approved meal expenses. This provision does not apply to travel appropriately approved under conference leave.

ARTICLE X - SERVICE YEAR

(10.1) The basic service for all employees shall include one hundred eighty seven (187) days, including not more than one hundred eighty (180) days of school. One (1) additional day of in-service and one additional induction program day will be scheduled for new employees. *In the event that additional time is mandated without full state funding of the additional time, bargaining on the salary schedule will be re-opened per Code section 20.17.6*)* For secondary employees, there will be one workday at the end of each semester. Elementary employees will have a workday at the end of the school year, and, in lieu of a January workday, will have three Wednesday noon dismissals, each scheduled prior to a conference series.

(10.2) When scheduled pre-school events or duties do not require the presence of an employee, that employee shall be at his or her place of assignment making preparations for the opening of school.

ARTICLE XI - HOLIDAYS

(11.1) Unpaid holidays during the period of the school year are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day and Memorial Day.

ARTICLE XII - VACATIONS

(12.1) Unpaid vacations days during the period of the school year are the Friday directly following Thanksgiving Day, at least seven (7) week days at Christmas time, and a spring break of five (5) consecutive days.

ARTICLE XIII - HOURS

(13.1) The official teaching day shall consist of seven (7) hours and fifty (50) minutes, and shall include a scheduled lunch period of at least thirty (30) minutes. Employees shall report for duty at least thirty (30) minutes prior to the beginning of the pupils' school day, and shall remain at their places of assignment, as determined by the principal, for at least thirty (30) minutes after the close of the pupils' school day. On Fridays and days immediately preceding a holiday or vacation, employees may depart their buildings fifteen (15) minutes after regular dismissal time (the close of the student day, as defined in the Employee Handbook), upon completion of student supervision duties.

(13.2) **Elementary Planning Time:** Planning time for elementary teachers will be provided. In addition to the K-12 professional development days, there will be three Wednesdays (one each in December, January and March) when the scheduled planning times will be available for professional development activities.

(13.3) **Emergency Appointments:** Employees who have emergency medical or dental appointments may leave the building for such appointments after student dismissal and/or upon approval by the building principal and at the time designated by the principal.

(13.4) **Leaving the Building:** Employees may leave their assigned building without permission during their scheduled duty-free lunch periods, but at any other time during the in-school working day may leave only through procedures established by the building principal.

(13.5) **Meetings:** Employees shall not be required to attend meetings called for at times after student dismissal on Friday, or a day immediately preceding a holiday or vacation.

ARTICLE XIV - LEAVES OF ABSENCE

(14.1) Any employee taking or planning a leave of absence is solely responsible for reviewing the insurance provisions (see Art. VII) regarding coverages, premium payments, etc., while on leave.

(14.2) **Emergency Leave:** Any professional employee shall be entitled to three (3) days of emergency leave, without loss of pay. Such emergency leave is defined as in the death or serious illness of a family member or close friend, and where sick leave or bereavement leave provisions do not apply. In the event of the death of a student or employee of the Cedar Falls Community School District, the principal of the appropriate building may grant to an appropriate number of employees sufficient time to attend the funeral.

(14.2.1) **Bereavement Leave:** An employee shall be entitled to up to five (5) days per occurrence of bereavement leave, with pay. Bereavement leave may be used only in the case of the death or serious illness of a member of the immediate family (father, mother, sister, brother or child) or the household.

(14.2.2) Emergency leave and bereavement leave days are not deducted from accumulated sick leave.

(14.3.1) **Leave for Religious Observance:** If an employee has religious affiliation which requires the observance of a religious holiday which falls on a working day, said employee shall be granted leave for such observance. Said leave will be with pay, and in no case shall total usage of said leave exceed two (2) days per school year. Arrangements must be made with the building principal at least three (3) school days prior to such leave.

(14.3.2) For each day absent, the employee will perform one (1) day of duties assigned by the principal. Any such compensatory work day or days shall be scheduled for a time during a normal school vacation or within one (1) week of the close of the school year. Failure to complete the one (1) or two (2) days of compensatory work shall cause pay for the number of days to be deducted from the employee's July salary check of that year.

(14.3.3) Any employee utilizing this leave shall be responsible for contacting the building principal to make arrangements for the scheduling of the compensatory day(s) of work.

(14.4) **Jury Service and Subpoena Leave:** Any employee who is called to serve on jury duty or who is subpoenaed to appear in a civil or criminal court proceeding shall be entitled to temporary leave without loss of pay. Remuneration for jury service and subpoena leave on a contract day shall be prorated on the basis of the employee's full time equivalency and such portion shall be turned over to the Cedar Falls Community School District. If service on a jury or subpoena would work a hardship on the school, an attempt shall be made to have the employee excused.

(14.5) **Public Office Leave:** Employees campaigning for and/or elected to public office (local, state or federal government) shall, upon request and approval by the Board, be granted a leave of absence without pay to fulfill the duties of that office. The employee taking the leave will retain all benefits, including accrued sick leave and personal leave, and seniority, but will not accrue leave time or other benefits while on leave.

(14.6.1) **Conference Leave:** An employee appointed by the appropriate director to represent an area of service or instruction, or the school district, will be granted leave with pay to attend educational conferences or conventions. All approved costs will be borne by the District.

(14.6.2) An employee approved by the appropriate director to attend an educational conference or convention directly or closely related to the employee's area of service shall be eligible for leave with pay. In such instances, the District shall provide a substitute, if necessary, and may partially or wholly reimburse the employee for approved expenses (depending upon such factors as the nature of the conference, the number of persons attending, and the costs related to the attendance).

(14.6.3) An employee who is an officer or participant of a curriculum specialty event, conference, or convention may attend with pay if approved by the appropriate director. In such instances, the District shall pay for the cost of any required substitute, but will not reimburse the employee for any conference convention related expenses.

(14.6.4) Requests for approval of leaves described in paragraphs two and three of this provision must be made to the appropriate director at least two (2) weeks before the beginning of the leave.

(14.7.1) **Child Rearing Leave:** Child rearing leave shall be available to full-time employees for a period of time up to the conclusion of the same school year, shall not in any case exceed 180 teaching days, and shall be for the purpose of caring for a newborn infant for which the applicant has legal responsibility for care and/or support. Such leave shall normally be subsequent to the birth of the employee's child or, in the case of adoption, when the child is physically turned over to the employee-parent. At least two (2) calendar months prior to the estimated delivery date of the child, the employee shall notify the Board in writing of whether or not the employee intends to take child rearing leave.

(14.7.2) In the case of adoption of a child, the employee shall be required to notify the Board, in writing, of the employee's intention to take a child rearing leave. Such notice must include the estimated date when the leave shall become effective.

(14.7.3) By mutual agreement, the length of child rearing leave may be altered. The employee is encouraged to meet with the building principal in considering the particular needs of the students in selecting an effective date for returning from such leave.

(14.7.4) An employee returning from child rearing leave will be re-employed in the employee's former position if available. If that position is not available, the employee shall be re-employed in a position for which he/she is qualified. Failure of the employee to return on the date approved by the Board shall constitute grounds for termination.

(14.7.5) An employee who returns from child rearing leave shall retain all previous experience credit and leave time on record at the beginning of the leave. The employee shall not accrue additional experience credit or leave time during the period of the child rearing leave.

(14.7.6) A child rearing leave of absence granted under this Agreement shall be a leave without pay.

(14.8.1) **Child Bearing Leave:** Child bearing leave shall be granted for the period of time during which the employee is certified by her physician to be temporarily disabled by pregnancy (or complications of the pregnancy).

(14.8.2) The employee shall submit a physician's statement of temporary disability to the Central Office in accordance with the procedures and forms as so provided.

(14.8.3) The Board may require, at their discretion, a physician's statement of specific complications when the period of temporary disability exceeds twenty-one (21) calendar days.

(14.8.4) Failure to return within five (5) working days after the termination of temporary disability or not having an approved child rearing leave shall constitute grounds for termination of contract.

(14.8.5) Employees shall be eligible for sick leave provisions in accordance with existing Agreement for the period of temporary disability as attested to by a physician's statements.

(14.8.6) An employee returning from child bearing leave shall be re-employed in her former position, if the position is available. If that position is not available, the employee shall be re-employed in a position for which she is qualified.

(14.9) **Consultive Work Leave:** Consultive work leave approved by the appropriate director may be granted to a maximum of five (5) days during the academic year to perform services for another school district or a commercial agency, without pay. If the requested consultive service has a direct benefit to the school district, such as an exchange of consultants, the appropriate director will determine if the leave will be with pay or without pay.

(14.10.1) **Sick Leave:** The Board of Education shall grant employees beyond the fourth individual contract with eighteen (18) days sick leave. If any employee does not use the full amount of annual leave this allowed, the unused leave shall accumulate to a maximum of available leave of 95 days at full pay (including the leave of the current year).

New employees beginning after July 1, 2005 shall receive sick leave as specified below:

1 st contract year:	12 days (pro-rated if less than the full school year)
2 nd contract year:	13 days
3 rd contract year:	14 days
4 th contract year:	15 days

(14.10.2) New employees must be on the job for a minimum of thirty (30) days to receive full benefit. Employees will be eligible for ten (10) days sick leave during the first thirty (30) days. New employees beginning service after the start of the school year shall have their first year's sick leave entitlement pro-rated.

(14.10.3) Sick leave shall be interpreted to mean personal illness or injury.

(14.10.4) Ten (10) days of sick leave may be used for serious illness or death in the household or in the immediate family. Situations requiring more than this may be approved by the Administration.

(14.10.5) An employee may, at the beginning of the school year, elect to specify five (5) days of sick leave from the current year's entitlement as reserved only for use in the event of an illness or injury to a dependent child. Such designated leave days shall then be available to that employee for that year only, and may be utilized only for instances where the physical condition of the child requires parental care but not necessarily the treatment or attention of a physician. The designated days are not returnable to accumulated sick leave or to be used for regular or serious illness use in any event.

(14.10.6) The Board of Education may require a physician's certificate as a basis for determining pay during absence if this should be deemed necessary.

(In the event that the new provision for sick leave bank, identified in this contract as 15.2 EXP is not continued for the 2006-2007 contract, sick leave shall return to the 2004-2005 provision identified as 14.10.1, and providing for annual allocation of 20 days.)

(14.11) **Military Leave:** Military leave shall be available in accordance with the law in the event that an employee is called to active service with the national guard, organized reserves or any component part of the military, naval, or air forces or nurse corps of this state or nation. Any employee expecting to be issued active-duty-for-training orders must contact the central office as soon as possible if the orders are to require absence during the period of the service year.

(14.12.1) **Personal Leave:** Each employee shall be entitled to a maximum of two (2) days of personal leave per year. Such leave may be taken in increments of one-half (.5) day, one (1) day, or two (2) days. Approval of requests for personal leave shall be granted by the building principal except in cases where the use of personal leave for the time requested would have an adverse effect.

(14.12.2) Personal leave may be granted for use at a time that extends a vacation or holiday in cases of emergency or other exceptional circumstances, provided that such use has been reviewed and approved by the superintendent or superintendent designee of schools.

(14.12.3) Personal leave days may accumulate to a maximum of three (3) days total, including the allotment for the current year. Unused personal leave days will be added to accumulated sick leave and may be in excess of the established sick leave maximum.

(14.12.4) **Hardship Option – Personal Leave:** Employees who experience extreme hardship circumstances (serious illness, injury, medical trauma, substantial property loss), personally or within the immediate family, and who have exhausted all applicable leave-of-absence time available to them, may apply for personal leave time to be donated by other covered employees. The request, with information pertaining to the need, will be made to the director of personnel (or designee) and to a panel of five persons (director of personnel or designee, two other administrators, and two teachers appointed by the Association). The panel will consider each request and determine if the situation merits approval for donated personal leave. Approved requests, with all appropriate factors relating to the need, will then be communicated by the CFEA to employees covered by this Agreement. Willing employees may donate personal leave credited to them by completing a form available from each site office and the Association office. These non-returnable donations may be in one-half day or full day amounts, and may not exceed two days annually. Donated days may be specified for use by a specific individual, in the event that more than one employee has qualified for donation, or the days may be available for use as needed by those who have qualified. All information on the origin

of donated days will be kept confidential. The Association will be kept informed by the director of personnel (or designee), as to the amount of time donated and the leave status of the employees who have qualified for donated days. If donated personal leave days are not sufficient to meet the needs of the affected employee(s) after the first request for donations, additional requests for days may be communicated by the CFEA. Forms for donation of personal leave days should be sent to the personnel office within ten (10) working days after each request. A maximum of three requests for donation of personal leave days may be made per hardship occurrence.

(14.13) **Temporary Leave Without Pay:** Building principals may grant temporary leaves of absence without pay to employees who desire to absent themselves from their assignments, but who are not covered by any other provisions for the proposed absence. The prime factor in granting of leave under this provision shall be that of maintaining the operational efficiency of the program of education, as determined by the building principal.

(14.14.1) **Extended Leave:** All requests for extended leave shall be submitted to the superintendent of schools for disposition at the appropriate level. Extended leave of absence without pay may be granted under the following provisions:

(14.14.2) Extended leave without pay may be granted to an employee elected to major office (president, vice president, or president-elect) in the Iowa State Education Association or the National Education Association. Such leave shall be for a maximum of two (2) school years.

(14.14.3) Extended leave without pay may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. The maximum period of time for such leave shall be one (1) calendar year.

(14.14.4) Extended leave without pay for a maximum of one (1) school year may be granted to an employee for the purpose of further study in an area related to the employee's professional duties. To qualify for this provision, an employee must have been employed for five (5) consecutive years in the Cedar Falls Community School District, and the proposed study must be in an accredited college or university.

(14.14.5.a) Extended leave for special teaching opportunity, without pay and for a period of time not to exceed two (2) school years, may be granted to an employee who has completed at least three (3) consecutive years of teaching in the Cedar Falls Schools for the purpose of formal teaching in VISTA or in another country.

(14.14.5.b) Prior to departing on any such leave, the employee shall be responsible for meeting with his or her principal and the appropriate director for the purpose of determining whether or not a one (1) or two (2) step advancement on the salary schedule will be allowed for formal teaching experience to be gained during the leave. The employee shall be notified after the meeting of the preliminary decision regarding the granting of one (1) or two (2) steps on the salary schedule for the formal teaching experience to be gained when, and if, the employee returns to active teaching in the Cedar Falls Schools.

(14.14.5.c) Following the successful completion of any such teaching experience, as described above, the returning employee shall be responsible for documenting the outside teaching experience. Such documentation shall show the type of experience, its duration, and evidence of success in the assignment. Advancement of one (1) or two (2) steps on the salary schedule for the formal teaching experience gained shall be accomplished only after these conditions have been filled.

(14.14.6) Extended leave without pay for a maximum of one (1) school year may be granted to an employee for the purpose of leave while recovering from a serious illness or injury. Situations requiring more than this may be approved by the administration. Such leave will become available at the close of the school year in which the employee's personal sick leave becomes exhausted.

(14.15) All employees utilizing extended leaves of absence under numbers 14.14.2, 14.14.3, 14.14.4 and 14.14.6 above will, upon their timely return to the District, be placed on the salary schedule at the step next above that at which they were placed during their last year of work in the District. Sick leave accrued prior to departure shall be preserved for employee usage upon return from any extended leave.

(14.16) An employee returning from extended leave under the provisions of numbers 14.14.2, 14.14.3, 14.14.4, 14.14.5 and 14.14.6, above, will be re-employed in the employee's former position, if that position is available. If that position is not available, then the employee will be re-employed in a position for which he or she is qualified.

(14.17) **Association Leave:** Twelve days of time per contract year will be available to employees selected by the Association for the purpose of conducting Association business. This time will be at regular pay for each selected employee, and the Association will reimburse the employer for each day of substitute costs at the basic daily sub rate for the year. In the event that additional time is needed, that time may be used and reimbursed in the same manner if the request for such additional time has been approved by the superintendent of schools.

ARTICLE XV - SICK LEAVE BANK

(15.1) **Definition:** There will be established a sick leave bank, or reservoir, to be used by any employee who chooses to participate.

*** The traditional sick leave bank provisions listed below as 15.2 and adopted prior to 1975, shall be held in abeyance during this contract so that the parties may experience the functioning of the bank under the adaptations listed under section 15.2 EXP. During 2007 negotiations, the parties will decide if the new language will be made final. If either party rejects the new provision, the sick leave bank will revert to the former language (15.1-15.5) ***

(15.2) Use of sick leave bank days will commence on the ninety-sixth (96th) contract day of sickness or injury of the eligible employee and will continue for up to an additional one hundred (100) contract days. The bank year will be the contract days of a given school year.

(15.2 EXP) Use of sick leave bank days may commence upon the next work day after an employee's accumulated sick leave (including the allocation for that year) has been exhausted, provided that the need for sick leave bank benefits meets both of the following stipulations:

- *that the need is based upon extended absence (more than five work days due to the condition) as a result of illness or injury, and*
- *that the use of the sick leave bank benefits has been approved by a review panel consisting of two persons appointed in confidence by the president of the Association and three administrators appointed in confidence by the superintendent of schools.*

Use of sick leave bank days may continue until the end of the school year. The bank year will be the contract days of the school year.

(15.3) **Participation:** Participation in the bank system will be on a voluntary basis and contributions will be made in the form of one (1) day of sick leave from the current year's allocation of twelve (12) through eighteen (18) days, as appropriate. The days contributed to the bank become the property of the bank and are non-returnable to the employee. Employees who wish to enroll must submit two (2) completed application forms (see Appendix B) to the business office on or before September 15 of the year of the initial enrollment. This sick leave bank application will continue from year to year unless revoked in writing by the employee before September 15 of the school year in which the revocation is to be effective. The director of business affairs will sign the forms and return one (1) copy to the employee.

(15.4) **Unused Days in Bank:** Assets of the bank will not be carried over from year to year in excess of 200 days. The following year's bank will consist of the days carried over plus all contributed days for that year's participation.

(15.5) **Use of Bank Leave Days:** Use of bank leave days will be based on a daily use basis, e.g., everyone eligible will draw each day until total bank leave days have been exhausted.

ARTICLE XVI - TRANSFER PROCEDURES

(16.1) **Notices:** Teacher, administrative and supplemental pay vacancies (empty FTE) will be posted in the central office, on the Web site and in each attendance center. During the summer months, vacancies will be posted only in the central office and the administration shall be responsible for mailing notices to employees who have requested a transfer to a position of the type vacated.

(16.2) **Requests:** Any employee who wishes to request a transfer or consideration for a supplemental pay position must do so in writing to the appropriate director. Such requests shall be considered in effect for one (1) year from the date of filing. In cases where no request has been made, but where transfers are made by the administration, the employees transferred shall be informed in writing of the reasons for their transfers.

ARTICLE XVII - PROCEDURES FOR STAFF REDUCTION

(17.1) When staff reduction in an area of employment is to occur, the reduction shall be in accordance with the following procedures:

(17.1.1) Known attrition (retirements, resignations, etc.) shall be the first step in this procedure. If any such attrition is insufficient to accomplish the needed reduction in the area of employment, the next step will be utilized.

(17.1.2) The second step shall be the reduction of employees in the area of employment with emergency and/or temporary certification or licensure, unless needed to maintain an existing program. If reduction at this step is insufficient to accomplish the needed reduction, the third step will be utilized.

(17.1.3) The third step shall be the reduction of employee(s) with the least seniority in the area(s) where the reduction is needed, unless needed to maintain an existing program, and to the extent required to accomplish the needed reduction. Regular program division areas of employment are: classroom teachers K-6, talented & gifted, English as a second language, 7-12 science, 7-12 English, 7-12 social studies, 7-12 family & consumer science, 7-12 world languages, 7-12 mathematics, 7-12 speech, 7-12 business education, K-12 music, K-12 art, K-12 physical education, 7-12 health, 7-12 industrial technology, guidance K-6, guidance 7-12, library science, and K-12 nurses. Special education division areas of employment are: K-6 special education, 7-12 learning disabilities/behavioral disabilities, 7-12 behavioral disabilities-self contained, 7-12 multidisabilities, and 7-12 resource and work experience. Seniority shall be defined as the total number of consecutive years of employment in the district. Seniority shall accrue from the initial date of employment or the date the employee signed the individual contract, whichever is earlier. Seniority credit shall not be allowed for service while on probation resulting from administrative action. Up to five (5) years of seniority credit may be allowed at the time of employment for experience in the employment area during the ten (10) years before the date of employment. Employees voluntarily or involuntarily transferred shall retain their district seniority.

In the event that a reduction in an employment area will occur and the two least senior employees in the area of employment have equal seniority, the following procedures will be utilized to determine the order of the reduction:

(17.1.3.a) In each employment area where reduction is to occur, the employee who does not have a master's degree will be reduced first.

(17.1.3.b) Where both seniority and educational degree(s) are equal, evaluation of employee effectiveness will be utilized to determine the order of the reduction.

(17.2) **Reemployment:** Any employee reduced pursuant to this Agreement shall have recall rights to any vacancy, in the division from which he or she was reduced, for which he or she is or may become licensed or endorsed for two (2) calendar years from the effective date of his or her reduction, and shall be recalled to available positions in such employment area in reverse order of reduction. During said two year period, a reduced employee will receive one (1) notification per vacancy within the area or areas (to be sent by certified mail with return receipt).

A reduced employee not replying within fifteen (15) calendar days from date of mailing will not be considered for further reemployment under this agreement. However, if notification is undeliverable, the reduced employee will have waived reemployment rights for said vacancy only. A reduced employee under contract to another employer when the vacancy notification is received should reply to the central office stating his/her contractual status if he/she wishes to continue reemployment rights under this Agreement. Also, during the said two-year period it is the responsibility of the reduced employee desiring reemployment to apprise the Administration of his/her qualifications in other employment areas.

(17.3) The provisions of this Article and any related seniority provisions of this Agreement shall not apply to long-term substitutes (those employed on a substitute basis for more than four months) or to limited-term leave replacement employees. Employees who first serve as limited-term, leave-replacement employees and who later are employed without the limited-term, leave-replacement conditions present shall then have their seniority calculated in accordance with the provisions of this Article and all other contract provisions pertaining to seniority. Limited-term, leave-replacement employment is defined as an employment situation wherein a person is placed under individual contract of hire for the purpose of replacing another employee who has been placed on approved leave of absence.

(17.4) **Notification:** The Administration shall provide written notice to the Association and to each employee who may possibly be affected by reduction, and written reason thereto, not later than April 30.

(17.5) **Benefits:** Experience credit will accrue between reduction pursuant to this Agreement and reemployment provided the individual concerned is engaged in full time teaching in a state-accredited school. Fringe benefits will not accrue between reduction pursuant to this Agreement and reemployment. A re-employed individual will be placed on the experience step as earned and will receive fringe benefits negotiated for the year of re-employment.

(17.6) **Resignation:** Any employee resigned for reasons of staff reduction shall be accorded the recall rights unless specifically waived by the employee in writing. The Board shall annually provide the Association with a current list of individuals who have retained their recall rights as provided by this Agreement.

ARTICLE XVIII - EMPLOYEE EVALUATION PROCEDURES

(18.1.1) **Notification:** By no later than thirty (30) days after the beginning of the school year, the building principal or the principal's designee shall acquaint each employee assigned to the site with the evaluation program. A printed booklet on the evaluation program will include information on procedures, criteria, and instruments, and will be distributed to all employees. No formal observation shall take place until at least five (5) days after such notification.

(18.1.2) New employees beginning after the start of the school year shall receive the notification not later than thirty (30) days after the first day of the new assignment.

(18.1.3) Employees with multi-building assignments shall receive notification from the principal (or designee) of the home-based school. Home-base principals shall have the major responsibility for comprehensive evaluations and performance reviews for such employees.

(18.2.1) **Formal Observations:** All formal observations shall be conducted with full knowledge of the employee.

(18.2.2) First and second year employees and employees who are on or considered for probation as a result of administrative action will be formally observed at least three (3) times during the school year. Each observation shall be at least a major portion of one (1) class period or the equivalent thereof.

(18.2.3) **Career Teacher Performance Reviews:** All career teachers beyond the second year of employment in the District will participate with the appropriate principal in performance reviews at least each three years of employment and in annual reviews regarding individual career development plan contents and progress.

(18.3.1) **Written Evaluation Summaries:** Evaluation summaries assessing the quality and degree of performance of duties assigned shall be in writing. Two (2) copies of each formal evaluation shall be signed by the principal and employee and each shall be given one of the copies. Signature by the employee shall indicate awareness of contents, but may not necessarily indicate agreement.

(18.3.2) If an employee does not agree with the contents of his or her formal evaluation summary, he or she may file a written response. The response shall be signed by the employee and the evaluator(s) to indicate knowledge of the contents and shall be filed with the personnel file copy of the evaluation summary. Employees who are on probation as a result of administrative action or who are being considered for such probation may request an additional evaluation from another evaluator in the District if they do not agree with the contents of their evaluation summaries.

(18.3.3) Any career teacher who is not under statutory probation has the right to file a grievance over the results of any of his or her evaluation reports which are being used against him or her at the time that the recommendation for termination or withholding of salary increase is made.

(18.4.1) **Conferences:** A conference will be held with the employee before submitting a written evaluation summary to the central office. Conferences shall be held with each employee experiencing a comprehensive evaluation or performance review, with probationary employees, and with employees in cases where a non-probationary employee is experiencing difficulty and/or may be placed on probation by administrative action.

(18.4.2) In cases involving difficulties, a conference shall be held by January 15, shall include a listing of expected improvements, and shall provide an opportunity for the employee to seek suggestions for improving his or her performance. If a situation requiring a conference develops after that date, the principal will arrange for a conference to be held. In the event of a probationary conference (a conference where probation will be imposed or where probation appears imminent) the teacher shall be provided two (2) days notice of the conference and the agenda items for the conference.

(18.5.1) **Evaluation-Related Personnel File Review:** An employee may review the materials contained in his/her personnel file provided that the superintendent or designee is present. A representative of the Association, at the employee's request, may accompany the employee in this review. Confidential credentials and letters of recommendation shall be exempt from review. The employee shall have the right to respond in writing or to reproduce any evaluation material contained in his/her personnel file.

(18.5.2) A copy of any non-confidential evaluation-related material which the employee has not had opportunity to read and which is to become part of the employee's personnel file shall be sent to the employee. Routine items which are not of a negative nature shall be exempt from this provision.

ARTICLE XIX - GRIEVANCE PROCEDURE

(19.1) **Definitions:** Grievance: A grievance is a claim that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.

(19.2) **Aggrieved Person:** An aggrieved person is the person who filed the grievance. If a grievance represents a person or persons in addition to the aggrieved person, such person or persons shall sign a petition which shall be attached to the grievance form. The petition shall state that the grievance filed by the aggrieved person represents also the person or persons whose signature(s) appear on the petition.

(19.3) **Party in Interest:** A party in interest is the person or persons who might be required to take action, or against whom action might be taken in order to resolve the grievance.

(19.4) **Time Limits:** The number of days indicated at each level should be considered as a maximum and every reasonable effort should be made to comply with the limits. The time limits specified may, however, be extended by mutual agreement, emergency, and/or an absence of a party in interest at a time when action is required.

(19.5) **Year-End Grievance:** In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in irreparable harm to the aggrieved person, the time limits set forth herein shall be reduced so that the grievance procedure may be completed prior to the end of the school year or within a maximum of thirty (30) days thereafter.

(19.6) **Level I - Principal (Informal):** If an employee feels that a violation, misinterpretation, or misapplication of some provision of this Agreement has occurred, he or she shall first discuss the matter with the building principal.

(19.7.1) **Level II - Principal (Formal):** If, as a result of the informal discussion with the principal at Level One a grievance still exists, the aggrieved person may invoke the formal grievance procedure through the Association on the form set forth in Appendix C, Grievance Form. The grievance form shall be available from the teacher rights chairperson and said form shall be signed by the aggrieved person and shall be certified by the teacher rights chairperson of the Association. Two copies of the grievance form shall be delivered to the principal. Both copies shall be signed and dated by the principal, and one copy shall be returned to the aggrieved person. The principal shall indicate his/her disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved person and the Association.

(19.7.2) If the aggrieved person or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within ten (10) school days, the grievance shall be transmitted to Level Three.

(19.7.3) If the grievance involves more than one building, it may be filed with the superintendent or his/her designee, after carrying out the informal discussion specified in Level One with the superintendent or designee. Any grievance filed directly with the superintendent must be a grievance that does not, in any way, involve a building principal or principals.

(19.7.4) Any formal grievance must be filed within twenty (20) school days of the event or condition giving rise to the grievance.

(19.8.1) **Level III - Superintendent of Schools:** The superintendent of schools, or the superintendent's designated representative, shall consider any formal grievance submitted within ten (10) days of the disposition at Level Two, may conduct hearings, and shall respond in writing within ten (10) school days of receipt of the grievance.

(19.8.2) If the aggrieved person or the Association is not satisfied with the disposition of the grievance at Level Three, or if no disposition was made at that level, the Association may submit the grievance to binding arbitration.

(19.9.1) **Level IV - Arbitration:** Arbitration shall be the final step in the grievance procedure. Grievances which have progressed properly through Levels One-Three may be advanced to arbitration only with the approval of the Association. To be considered timely, a grievance intended as a subject of arbitration must be submitted, with accompanying materials including but not limited to a letter of approval from the Association, within twenty (20) school days of the final decision at Level Three.

(19.9.2) The arbitrator shall be selected from a list of three (3) qualified arbitrators supplied by the Public Employment Relations Board. Representatives of the Board and the Association shall determine by lot who shall have the right to first strike one name from the list. Two (2) school days following the determination of order shall be the maximum time allowed for effecting this action. The second party shall then have one (1) day to strike a name from the list. The person whose name remains shall be the selected arbitrator.

(19.9.3) The arbitrator so selected shall confer with parties in interest, including representatives of the Board and the Association, shall hold a hearing or hearings, and shall issue a decision not later than thirty (30) days from the date of the close of the hearing. If oral hearings have been waived, the decision shall be rendered within thirty (30) days from the date final statements or other evidence were submitted.

(19.9.4) **Determination of Grievability:** If any decision at Levels One-Three declares the issue to be one not possessed of the qualification of grievance stated herein, the first duty of the arbitrator shall be to rule on the question of grievability. If a decision at Levels One-Three declared the issue a non-grievable matter under this Agreement, and the arbitrator's ruling is one of non-grievability, the matter shall automatically, and without further action by any party, be dropped. If the arbitrator's ruling on an issue claimed to be non-grievable at any level is in favor of grievability, the grievance shall then be returned to Level Two. It shall then be processed as a grievance as if the original question of grievability had not existed. If an issue is declared to be non-grievable at Level One and a decision at Level Two or Three rules in favor of grievability, the issue shall be returned to the person declaring the issue non-grievable. That person shall then process the issue as a grievance as if the original question of grievability had never existed.

(19.9.5) **Employee and Association:** The Association shall have the right to withdraw any grievance submitted to arbitration at any time before the arbitrator's decision. The employee shall have the right to withdraw his or her grievance at any time during Levels One, Two and Three. Any aggrieved person may be represented at all stages of the grievance procedure by himself or herself, or, at his or her option at all levels, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all levels as a party in interest. The Association shall have the right to grieve any adjustment of the employee's grievance at Levels Two and Three if such adjustment is inconsistent or contrary to the provisions of this Agreement.

(19.9.6) **Scope:** The arbitrator shall be without power or authority to amend, expand, alter, or in any other way change any provision of the Agreement.

(19.9.7) **Effect:** The decision of the arbitrator shall be final and binding on the parties.

(19.9.8) **Costs:** Fees and expenses of the arbitrator shall be shared equally by the Board and the Association. Each party shall be responsible for any other costs incurred or related to the respective party's participation in the grievance procedure.

(19.10.1) **Released Time for Hearings:** All meetings and hearings which are conducted pursuant to this grievance procedure shall normally be scheduled at times when classes are not in session in the building. The parties agree, however, that the scheduling of arbitration hearings may be done by the arbitrator, and that the arbitrator's personal schedule may dictate hearings during normal school hours. If an arbitrator schedules a hearing at such a time concurrent with school classes, released time without loss of compensation shall be provided to the following persons: one (1) official of the Association, the aggrieved person, witnesses for the Association equal in number to the witnesses representing the Board and one (1) person to speak on behalf of any others whose interest are represented and indicated by signature on a petition attached to the grievance at Level Two, if the grievance represents the interest of more than one (1) person.

(19.10.2) Any such released time shall be for the duration of the actual hearing, and shall include reasonable travel time to and from the site of the hearing.

(19.11) **Separate Grievance File:** All documents, written communications, and records from the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

(19.12) **Meetings and Hearings:** All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest and their designated or selected representatives.

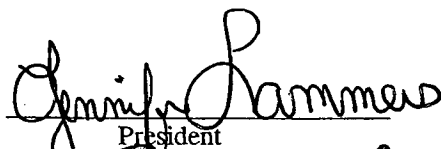
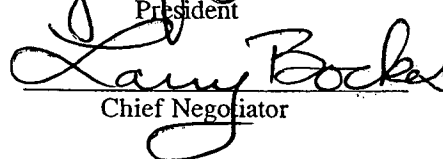
ARTICLE XX - DURATION

(20.1) This Agreement shall be effective as of July 1, 2005, and shall continue in effect until June 30, 2007.

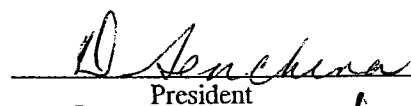
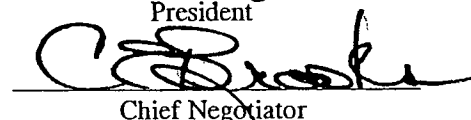
ARTICLE XXI - SIGNATURE CLAUSE

(21.1) In witness whereof the parties hereto have caused this Agreement to be signed by the respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on this 1st day of June, 2005.

CEDAR FALLS EDUCATION ASSOCIATION

By 
President
By 
Chief Negotiator

CEDAR FALLS COMMUNITY SCHOOL
DISTRICT BOARD OF EDUCATION

By 
President
By 
Chief Negotiator

APPENDIX A

CEDAR FALLS COMMUNITY SCHOOLS

APPLICATION FOR DUES CHECKOFF

(File two copies)

I hereby authorize the director of business affairs to deduct from my paycheck \$_____ each month for ten months for association or union dues checkoff. The business office will make payment each month to the following association or union: _____ recognized by PERB as the official employee representative organization. The school district will pay to the association or union only such sums as are actually deducted from the employee's salary earned.

Application for this service must be received by the director of business affairs on or before October 15. The first deduction will be made on the November 1 paycheck. Employees beginning after October 15 shall make application for dues checkoff within 30 days of beginning of employment. The first deduction will be made on the paycheck immediately following application approval.

This authorization shall continue in effect from year to year unless revoked in writing by the employee with a 30-day notice to the Board. Notification of revocation of authorization will be transmitted to the employee representative organization after the revocation has been effected.

Date

Employee's Signature

School

Date received: _____

Accepted _____
Rejected _____

Director of Business Affairs

(One copy will be returned to the employee)

APPENDIX B

CEDAR FALLS COMMUNITY SCHOOLS

APPLICATION FOR SICK LEAVE BANK

(File two copies)

I hereby authorize the director of business affairs to contribute one (1) day of my sick leave entitlement for the current year to the Sick Leave Bank.

NOTE: This authorization shall continue in effect from year to year (with each contributed day to be taken from the sick leave entitlement of the current year), unless revoked by me in writing on or before September 15 of the school year when the revocation is to take effect.

Date

Employee's signature

School

Date received: _____

Director of Business Affairs

APPENDIX C
GRIEVANCE FORM
CEDAR FALLS COMMUNITY SCHOOL DISTRICT
(Submit to Principal in Duplicate)

Building _____

Assignment _____

Name of aggrieved person _____

Date filed with principal _____

Certification by Teacher Rights chairperson _____

Principal's signature _____

Level II

A. Date cause of grievance occurred _____

*B. Statement of grievance _____

C. Provision of the Agreement alleged to have been violated, misinterpreted, or misapplied _____

D. Relief sought _____

Date

Signature

E. Disposition by principal _____

Date

Signature

Level III

- F. Signature of aggrieved person _____
- G. Date received by superintendent or designee _____
- H. Disposition _____
- _____
- _____
- _____

Date

Signature

Level IV

- I. Date of decision of Association to submit grievance to arbitration _____
- J. Signature of aggrieved person _____
- K. Signature of Association president _____
- L. Date of submission to arbitrate _____
- M. Disposition by arbitrator _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Date

Signature

*** Additional pages may be attached to include information regarding B, C, D, E, H and M.**

Cedar Falls Community School District
2005-2006 Teacher Salary Schedule
Appendix D: Permanent Salary Basis

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	<u>25,890</u>	<u>26,926</u>	<u>27,961</u>	<u>29,256</u>	<u>30,291</u>	<u>31,327</u>	<u>32,363</u>
2							
3	27,832	28,867	29,903	31,327	32,363	33,398	34,434
4	28,803	29,838	30,874	32,363	33,398	34,434	35,469
5	29,774	30,809	31,845	33,398	34,434	35,469	36,505
6	30,744	31,780	32,816	34,434	35,469	36,505	37,541
7	31,715	32,751	33,786	35,469	36,505	37,541	38,576
8	32,686	33,722	34,757	36,505	37,541	38,576	39,612
9	33,657	34,693	35,728	37,541	38,576	39,612	40,647
10	34,628	35,663	36,699	38,576	39,612	40,647	41,683
11	35,599	36,634	37,670	39,612	40,647	41,683	42,719
12	36,570	37,605	38,641	40,647	41,683	42,719	43,754
13	36,932	38,576	39,612	41,683	42,719	43,754	44,790
14	37,294	39,547	40,583	42,719	43,754	44,790	45,825
15	37,656	40,518	41,553	43,754	44,790	45,825	46,861
16	38,018	40,895	42,524	44,790	45,825	46,861	47,897
17	38,380	41,272	42,915	45,825	46,861	47,897	48,932
18	38,742	41,649	43,306	46,861	47,897	48,932	49,968
19	39,104	42,026	43,697	47,897	48,932	49,968	51,003
20	39,466	42,403	44,088	48,932	49,968	51,003	52,039
21	39,828	42,780	44,479	49,339	50,389	51,437	52,486
22	40,190	43,157	44,870	49,746	50,810	51,871	52,933
23	40,552	43,534	45,261	50,153	51,231	52,305	53,380
24	40,914	43,911	45,652	50,560	51,652	52,739	53,827
25	41,276	44,288	46,043	50,967	52,073	53,173	54,274
26	41,638	44,665	46,434	51,374	52,494	53,607	54,721
27	42,000	45,042	46,825	51,781	52,915	54,041	55,168
28	42,362	45,419	47,216	52,188	53,336	54,475	55,615
29	42,724	45,796	47,607	52,595	53,757	54,909	56,062
30	43,086	46,173	47,998	53,002	54,178	55,343	56,509
31	43,448	46,550	48,389	53,407	54,599	55,777	56,956
32	43,810	46,927	48,780	53,816	55,020	56,211	57,403
33	44,172	47,304	49,171	54,223	55,441	56,645	57,850
34	44,534	47,681	49,562	54,630	55,862	57,079	58,297
35	44,896	48,058	49,953	55,037	56,283	57,513	58,744
36	45,258	48,435	50,344	55,444	56,704	57,947	59,191

Part-time employees shall have their salaries computed on a pro-rata basis.

**Cedar Falls Community School District
2005-2006 Teacher Salary Schedule
Appendix D-1: Temporary Salary Basis**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	<u>26,515</u>	<u>27,576</u>	<u>28,636</u>	<u>29,962</u>	<u>31,023</u>	<u>32,083</u>	<u>33,144</u>
2							
3	28,504	29,564	30,625	32,083	33,144	34,204	35,265
4	29,498	30,559	31,619	33,144	34,204	35,265	36,326
5	30,492	31,553	32,613	34,204	35,265	36,326	37,386
6	31,487	32,547	33,608	35,265	36,326	37,386	38,447
7	32,481	33,541	34,602	36,326	37,386	38,447	39,507
8	33,475	34,536	35,596	37,386	38,447	39,507	40,568
9	34,470	35,530	36,591	38,447	39,507	40,568	41,629
10	35,464	36,524	37,585	39,507	40,568	41,629	42,689
11	36,458	37,519	38,579	40,568	41,629	42,689	43,750
12	37,452	38,513	39,574	41,629	42,689	43,750	44,810
13	37,823	39,507	40,568	42,689	43,750	44,810	45,871
14	38,194	40,502	41,562	43,750	44,810	45,871	46,932
15	38,565	41,496	42,557	44,810	45,871	46,932	47,992
16	38,936	41,882	43,551	45,871	46,932	47,992	49,053
17	39,307	42,268	43,952	46,932	47,992	49,053	50,113
18	39,678	42,654	44,353	47,992	49,053	50,113	51,174
19	40,049	43,040	44,754	49,053	50,113	51,174	52,235
20	40,420	43,426	45,155	50,113	51,174	52,235	53,295
21	40,791	43,812	45,556	50,529	51,605	52,679	53,752
22	41,162	44,198	45,957	50,945	52,036	53,123	54,209
23	41,533	44,584	46,358	51,361	52,467	53,567	54,666
24	41,904	44,970	46,759	51,777	52,898	54,011	55,123
25	42,275	45,356	47,160	52,193	53,329	54,455	55,580
26	42,646	45,742	47,561	52,609	53,760	54,899	56,037
27	43,017	46,128	47,962	53,025	54,191	55,343	56,494
28	43,388	46,514	48,363	53,441	54,622	55,787	56,951
29	43,759	46,900	48,764	53,857	55,053	56,231	57,408
30	44,130	47,286	49,165	54,273	55,484	56,675	57,865
31	44,501	47,672	49,566	54,689	55,915	57,119	58,322
32	44,872	48,058	49,967	55,105	56,346	57,563	58,779
33	45,243	48,444	50,368	55,521	56,777	58,007	59,236
34	45,614	48,830	50,769	55,937	57,208	58,451	59,693
35	45,985	49,216	51,170	56,353	57,639	58,895	60,150
36	46,356	49,602	51,571	56,769	58,070	59,339	60,607

Part-time employees shall have their salaries computed on a pro-rata basis.

This salary schedule is to be utilized in 2005-2006 if all funding anticipated under Phase I and Phase II of House File 499 is received in a timely manner. In the event of funding less than the full level, each annual salary will be computed in accordance with Appendix D, with any Phase I and/or Phase II partial funding added to utilize the actual funding received. No salary payment based on Phase I and Phase II funds will be made until after receipt of those funds by the District.

Appendix E: Nurse Salary Schedule

	RN	BSN	BSN+15	BSN+30	MS/MA
1	20,284	23,864	24,819	25,773	26,966
2	21,045	24,759	25,713	26,668	27,921
3	21,805	25,654	26,608	27,563	28,875
4	22,566	26,549	27,503	28,458	29,830
5	23,327	27,444	28,398	29,353	30,785
6	24,087	28,339	29,293	30,248	31,739
7	24,848	29,233	30,188	31,143	32,694
8	25,609	30,128	31,083	32,037	33,648
9	26,369	31,023	31,978	32,932	34,603
10	27,130	31,918	32,873	33,827	35,557
11	27,891	32,813	33,768	34,722	36,512
12	28,651	33,708	34,662	35,617	37,466
13			35,557	36,512	38,421
14			36,452	37,407	39,376
15			37,347	38,302	40,330
16				39,197	41,285
17					42,239
18					43,194
19					44,148
20					45,103

Appendix F: Supplemental Pay Schedule

Activity and/or Assignment	Experience	
	1	2
HIGH SCHOOL		
Head Coach: Basketball, Football, Wrestling	19.00	21.00
Asst. Coach: Basketball, Football, Wrestling	12.00	13.00
Head Coach: Soccer, Softball, Swimming Baseball, Track, Volleyball	15.50	17.00
Asst. Coach: Baseball, Soccer, Softball, Volleyball	10.00	11.00
Asst. Coach: Swimming, Track	9.00	10.00
Coach: Golf, Tennis	6.50	7.50
Head Coach: Cross Country	12.00	13.00
Asst. Coach: Cross Country	6.50	7.50
Intramurals	3.00	
Cheerleaders	13.00	
Flag Twirler Supervisor	4.50	
Pom Pon Supervisor	5.50	
Speech, Head	10.50	11.50
Speech, Asst.	6.50	7.50
Drama, Production Head	10.00	11.00
Drama, Production Asst.	5.50	6.50
Drama, Costuming	5.00	
Newspaper	8.00	8.50
Yearbook	8.00	8.50
Director: Band	16.50	17.50
Percussion Coordinator	16.50	
Director: Orchestra (elem/sr high)	10.50	11.50
Vocal	11.50	13.00
Weight Room Coordinator	7.00	
JUNIOR HIGH		
Head Coach (7 th): Basketball, Football, Volleyball	5.00	5.50
Asst. Coach (7 th): Basketball, Football, Volleyball	4.00	4.50
Head Coach (8 th): Basketball, Football, Volleyball	7.00	8.00
Asst. Coach (8 th): Basketball, Football, Volleyball	5.00	6.00
Head Coach (9 th): Basketball, Football, Volleyball	9.00	10.00
Asst. Coach (9 th): Basketball, Football, Volleyball	6.00	7.00
Head Coach: Track, 7-8 th Wrestling	7.00	8.00
Asst. Coach: Track, 7-8 th Wrestling	5.00	6.00

SUPPLEMENTAL PAY - JUNIOR HIGH (continued)

Drama: Fall Director, Spring Director	5.00	6.00
Drama: Asst. Director (Fall/Spring)	2.00	3.00
Director: Band, Vocal	7.00	8.00
Orchestra	8.00	9.00
Media	5.00	
Cheerleaders	6.00	
Intramurals	3.00	

ELEMENTARY

Director: Orchestra, Vocal	3.50	5.00
Director: Band	4.50	6.50
Sponsor: Safety Patrol, Student Council	3.00	

APPENDIX G

DEPARTMENT CHAIRPERSON SUPPLEMENTAL PAY

16%	10-12 English 10-12 Mathematics 10-12 Science 10-12 Social Studies 10-12 Special Education
14%	9-12 World Languages
12%	7-12 Business Education 10-12 Industrial Technology 10-12 Physical Education
8.5%	10-12 Guidance 10-12 Family & Consumer Science 7-9 English 7-9 Mathematics 7-9 Science 7-9 Social Studies 7-9 Special Education 7-9 Physical Education K-6 Physical Education K-6 Special Education
8%	7-12 Music K-6 Music
7%	10-12 Art
6%	K-6 Art
5%	7-9 Guidance 7-9 Family & Consumer Science 7-9 Industrial Technology K-12 TAG
3%	7-9 Art

OTHER SUPPLEMENTAL PAY PROVISIONS

13%	Language Arts Consultant
4%	Nurse Coordinator
3%	Employment Equity Advisor Program Equity Advisor
2.5%	Vocational Education Coordinator